



JENNIFER M. GRANHOLM
GOVERNOR


STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

ROBERT W. SWANSON
DIRECTOR

OFFICIAL

Bureau of Workforce Programs (BWP)
MiRSA Guidance Letter (GL No. 06-02)

DATE: November 21, 2006

TO: Michigan Regional Skills Alliances (MiRSA)* 

FROM: Brenda C. Njiwaji, Director, Bureau of Workforce Programs

SUBJECT: Cash Requests from MiRSA Grantees

RESCISSION: Policy Issuance RSA 05-02 Change 01

1. **Purpose**
To detail the cash requisition process for MiRSA Grantees for funds awarded through the Workforce Investment Act.
2. **Background**
The Department of Labor & Economic Growth (DLEG)/BWP awards grants to start-up and expand Michigan Regional Skills Alliances. Once awarded, cash requests should be submitted as needed to ensure timely payment of costs without excess cash on hand.
3. **Action Required**
Grantees are to maintain internal cash control records on a current basis to ensure that cash received from the State of Michigan is not in excess of immediate cash needs. Cash requests are to be submitted on the Cash Request Form (Form #WFP 12). Requests can be faxed to (517) 241-2026, or mailed to:

Department of Labor & Economic Growth
Federal Finance Section
Ottawa Building, 4th Floor
611 West Ottawa Street
Lansing, Michigan 48909

4. **Inquiries**
Questions regarding this notice should be directed to the RSA Program Manager, (517) 335-5177.

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